

**MINNESOTA DISTRICT COURT
TENTH JUDICIAL DISTRICT**

JUDICIAL LAW CLERK

Appointing Authority: The Honorable Michael Roith

OFFICE & LOCATION	CLASS	WORK SCHEDULE
Tenth Judicial District Anoka County Courthouse Anoka, MN	Judicial Law Clerk	Full-time 40 hours/week M-F 8:00-4:30

The Honorable Michael Roith, who is chambered in the Anoka County Courthouse in Anoka, Minnesota, is seeking qualified individuals to fill a full-time judicial law clerk position.

DESCRIPTION: Judicial clerks work directly with the District Court Judge performing legal research, drafting memoranda and jury instructions. In addition to legal research and writing, clerks have the opportunity to observe court proceedings and learn first hand how the court system operates.

The successful candidate will be articulate, self-motivated, and an excellent writer. Solid academic and analytical skills are required. Applicants must have the ability to effectively communicate, verbally and in writing. Computer literacy and research skills are important, and familiarity with both Westlaw and Microsoft Word/Windows operating system is essential.

MINIMUM QUALIFICATION: Law students as well as attorneys who have successfully taken the Minnesota Bar Exam are welcome to apply.

Successful candidates will be required to pass a criminal background check prior to appointment.

SALARY: \$20.43/hour (\$42,664 annual). Includes full State of Minnesota benefits package. For benefit information visit www.doer.state.mn.us.

APPLICATION DEADLINE: Applications accepted until 4:30pm on Monday, April 28, 2008.

TO APPLY: Download an application from www.mncourts.gov, or obtain by calling (763) 279-0171. Submit completed application form, cover letter, resume, short writing sample, and unofficial transcript of grades to:

**Tricia Hedin
Tenth Judicial District
7533 Sunwood Drive NW, Suite 306
Ramsey, MN 55303**

**Equal Opportunity Employer
Position # 00293940**